

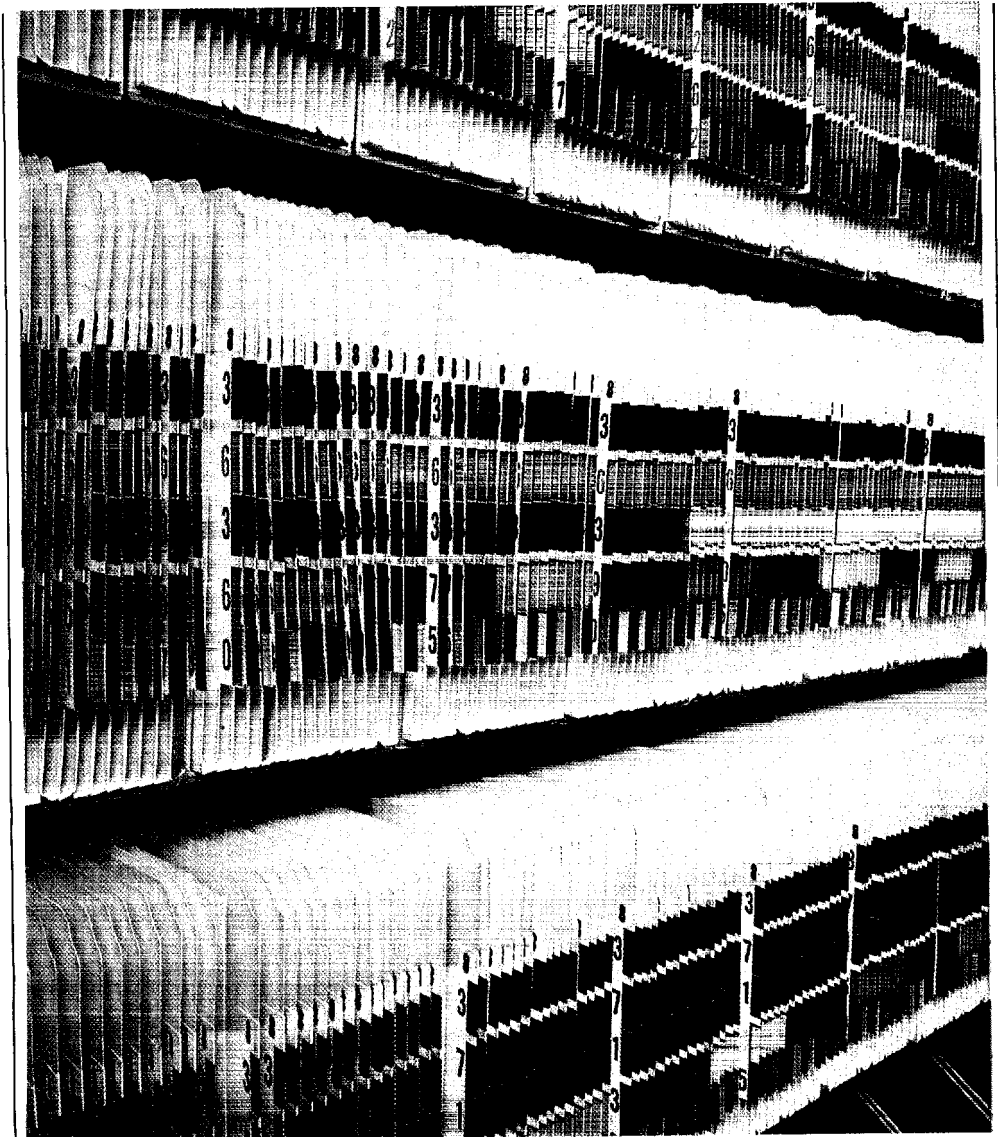
TAB
PRODUCTS CO

25 YEAR RE-REVIEW

COMPUCOLOR
4100

In TAB's Spacefinder Units . . .

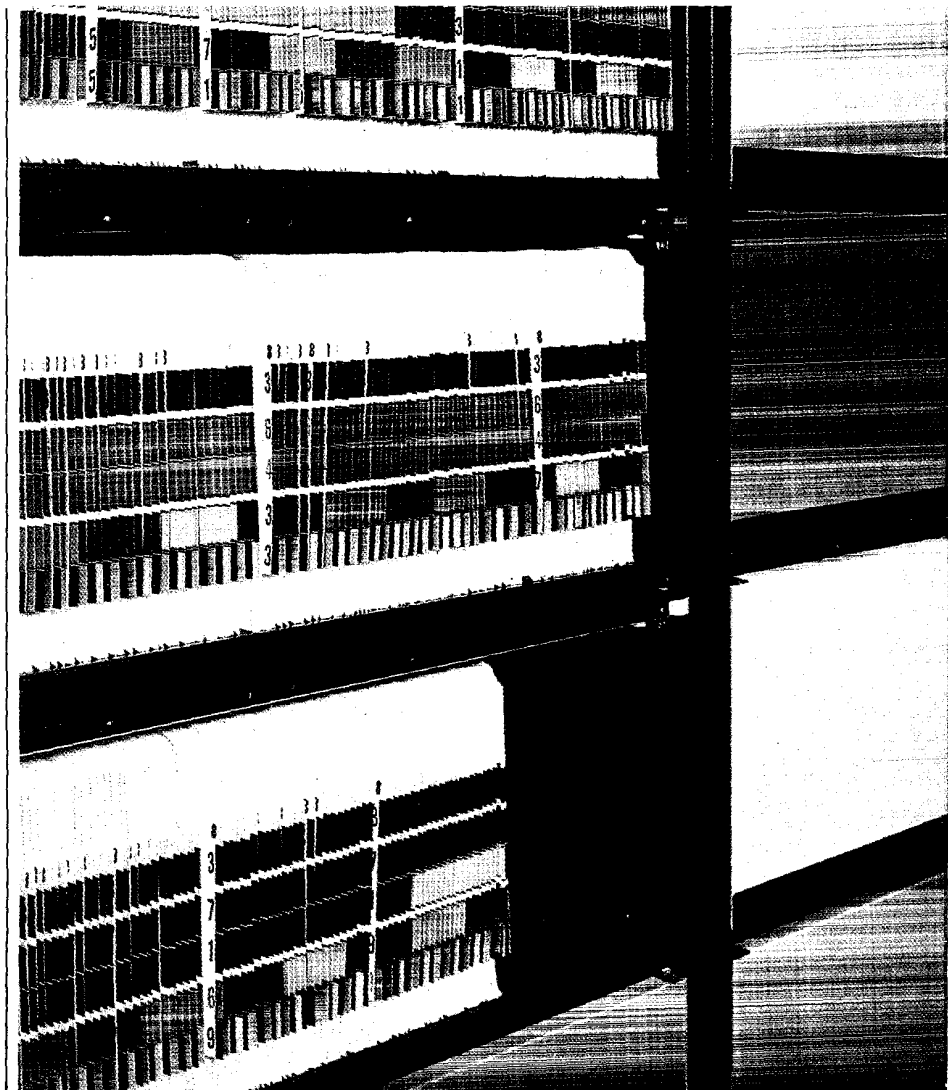
CompuColor becomes a system within a system. Proven Spacefinder Units offer endless, unobstructed rows of easy to read, easy to reach documents. It's a compact, flexible and completely modular filing system you'll never out-grow or outdate. Shown below is a vibrant illustration of CompuColor in "straight numeric" order at work in Tab's Spacefinder Unit.



In TAB's Spacefinder Cabinets . . .

CompuColor works equally as well as in Units. These good looking Spacefinders combine lateral filing advantages with an option to close or lock records. Cabinets are available in a wide range of sizes and decorator colors.

A new dimension of color is added, as shown below, when these two great systems are paired to perform a total filing function.



TAB
PRODUCTS CO

SPACEFINDER SYSTEMS SUPPORT

Over 500 supply items are available for alphabetic, numeric, subject and new Alphacode Tab Systems. These integrated side tab systems are scientifically designed to save time and effort with resultant dollar savings.

Your professional Spacefinder Specialist will consult with you on work flow, file organization, and space requirements. His knowledge of records management will help you determine the optimum system for your organization.

Tab Products Company,
2690 Hanover Street, Palo Alto
California 94304

Tab Products of Canada, Ltd.
34 Kern Road, Don Mills
Ontario, Canada

Tab Products Europe N.V.
Industrieweg 12-14
Heemstede, Netherlands

1	Color cuts costs. Clerical time is reduced by as much as 40%; increasing efficiency and promoting confidence.	6	No code to be learned. You read the digits only. The color blocks provide a quick "sight" check.
2	Custom filing system. Only the numbers required are computer generated. No need to purchase groups of numbers which may never be required.	7	Collating and pre-sorting is considerably faster as blocks of colors aid accuracy.
3	Easy to convert. CompuColor is received as a complete system, ready to place in Spacefinder Units or Cabinets, in order, according to custom specifications.	8	Digits separated from color bar give clear recognition and every color is distinctive for immediate color recognition.
4	Quick selection and return of folders.	9	Pressure sensitive single labels (0 thru 9) packaged in self-dispensing boxes of 500 are available for manual changes and additions.
5	Eliminates costly mis-files.	0	Made-to-order CompuColor file folders, specially printed, are available with embossed fasteners in any of eight different positions. Alphabetical color coding is also available. This eliminates difficult to maintain cross references.

A COLORFUL WAY TO APPROACH YOUR FILING WITH INSTANT VISIBILITY...

CompuColor — A Customized, Computer-Generated Filing System, Combines Numbers With Colors To Help You Find And File Faster.

Works well with any numeric system—

Numbers “work” with colors in “straight numeric,” “terminal digit” or “middle digit” CompuColor Systems to reduce search time and refile time by as much as 40%. And misfiles flag themselves instantly—eliminating the costly, time consuming search for lost records.

Tailored to your exact needs—

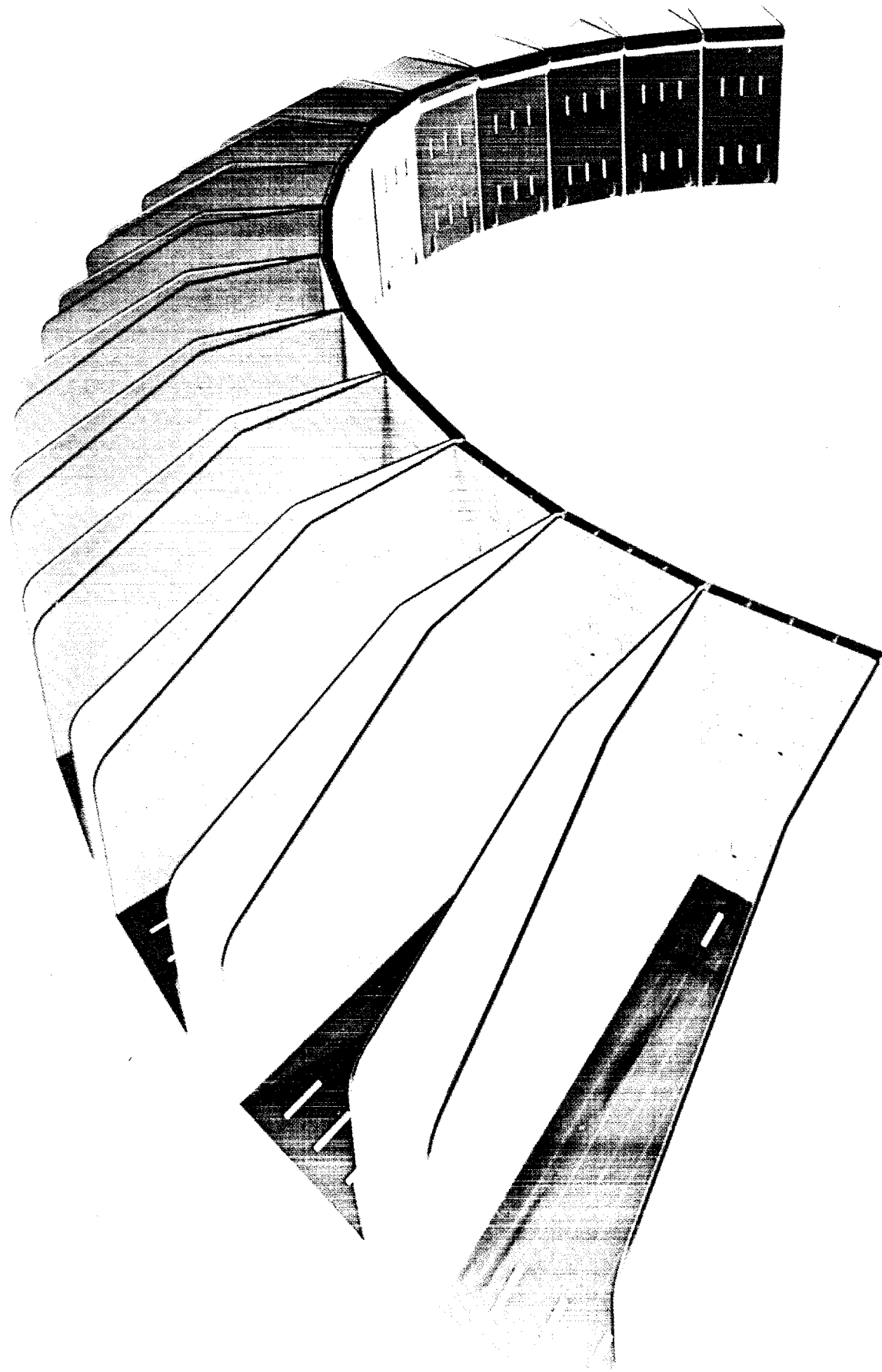
Under the CompuColor System, each file folder has a color assigned number computer-generated according to your specific needs—regardless of numeric sequence. Now—there’s no longer a need to purchase retired numbers or pre-numbered folders you will never use. Conversion expense is minimized as this tailored system is received, ready to operate.

Better filing for your dollar—

All these CompuColor benefits result in one key advantage—Reduced Operating Costs. Since nearly 80 cents of every dollar spent on filing goes to labor, this is the area where substantial savings can be achieved with Tab’s CompuColor System.

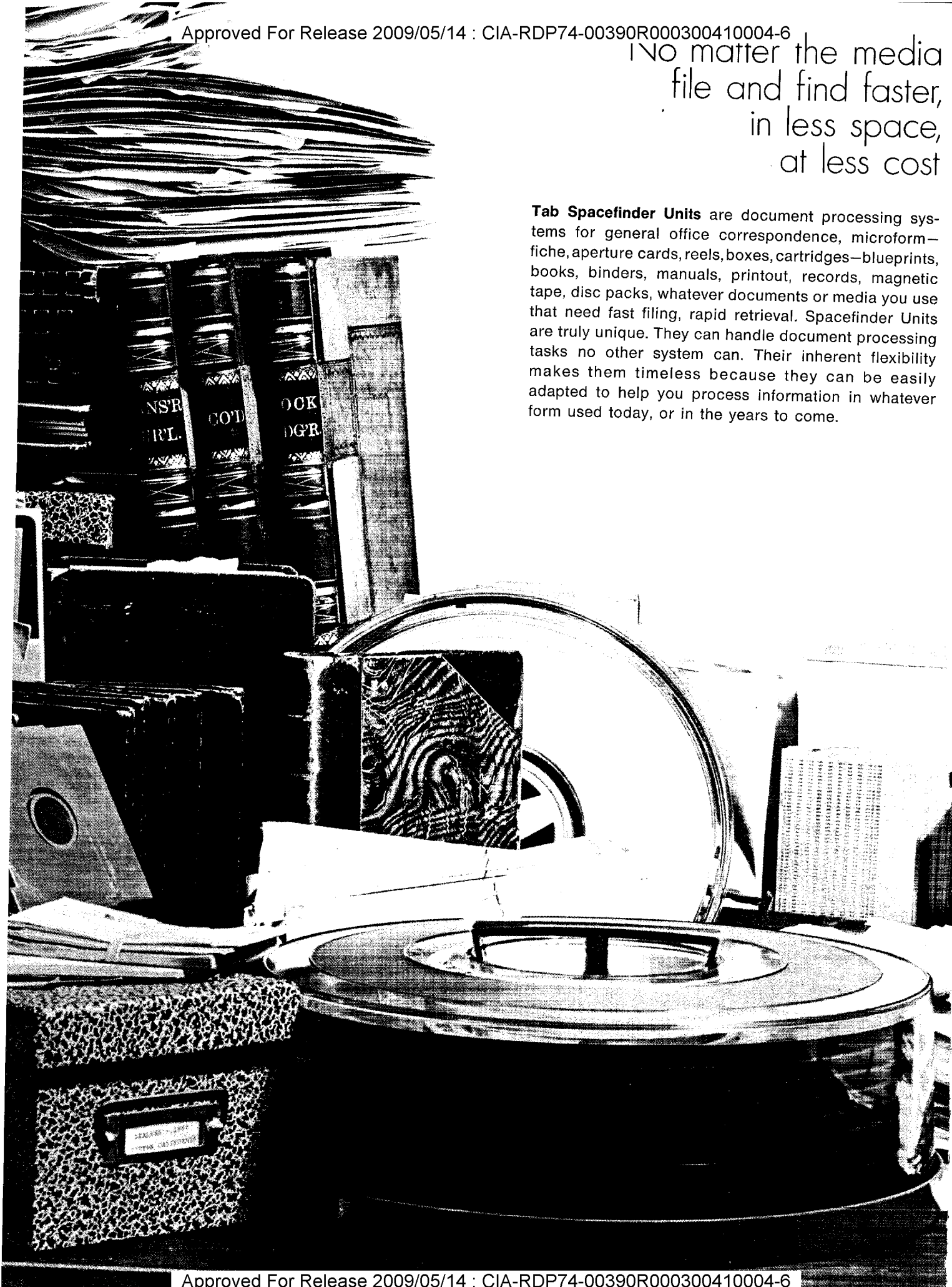
There’s more—

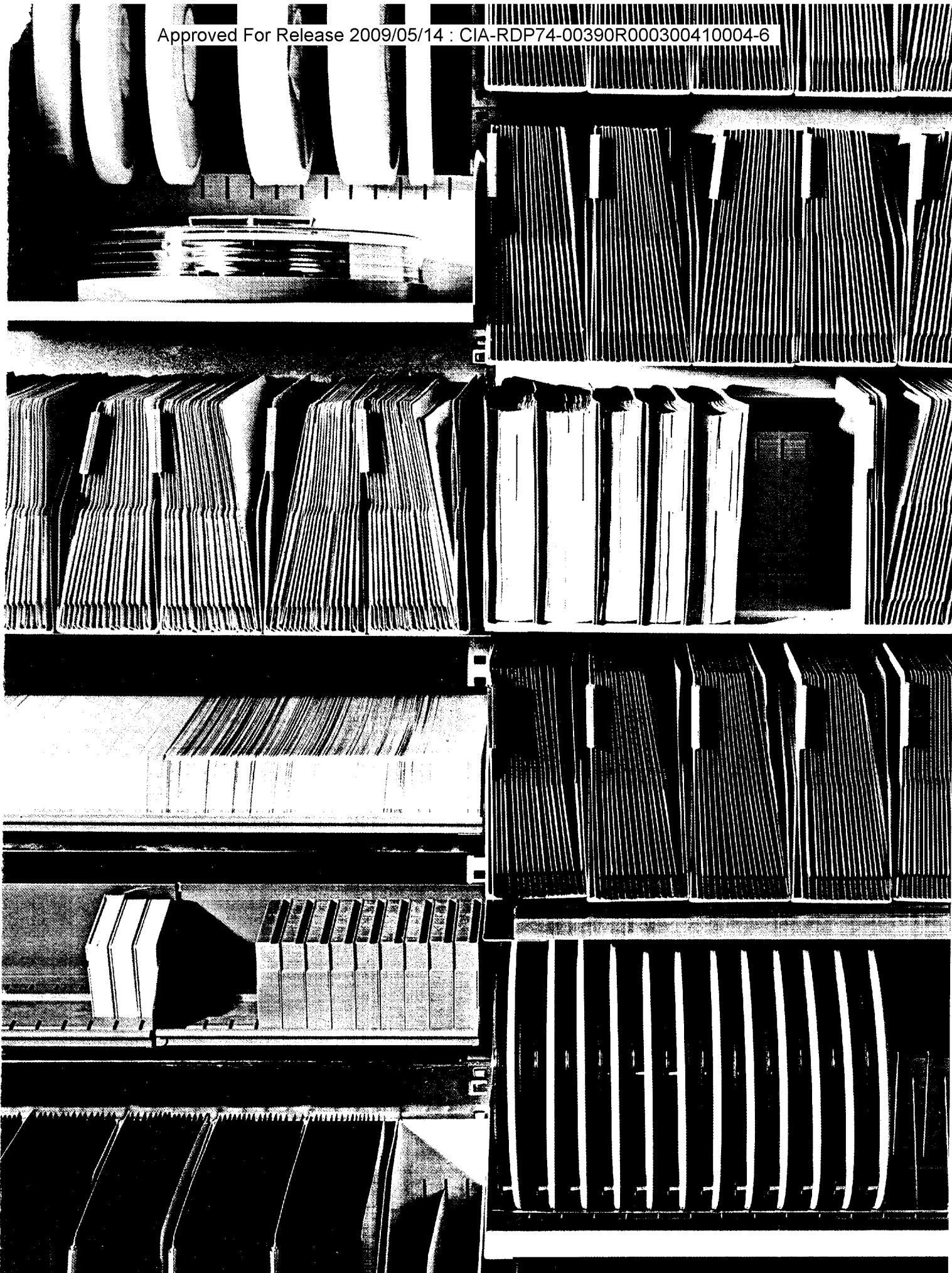
CompuColor is designed to complement Tab’s Spacefinder Cabinet and Unit Filing Equipment. Each can help you save profit dollars by reducing your filing space and equipment costs. Together, they’re complete filing systems you can’t overlook.



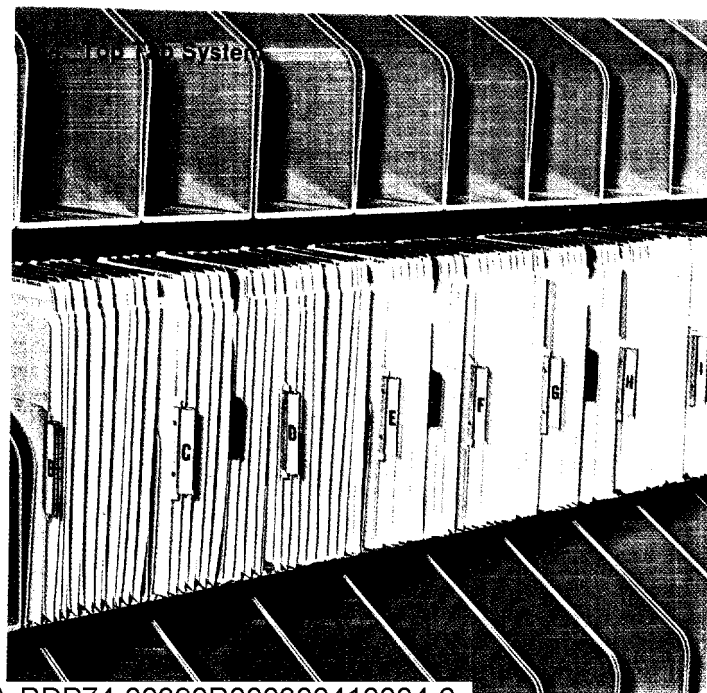
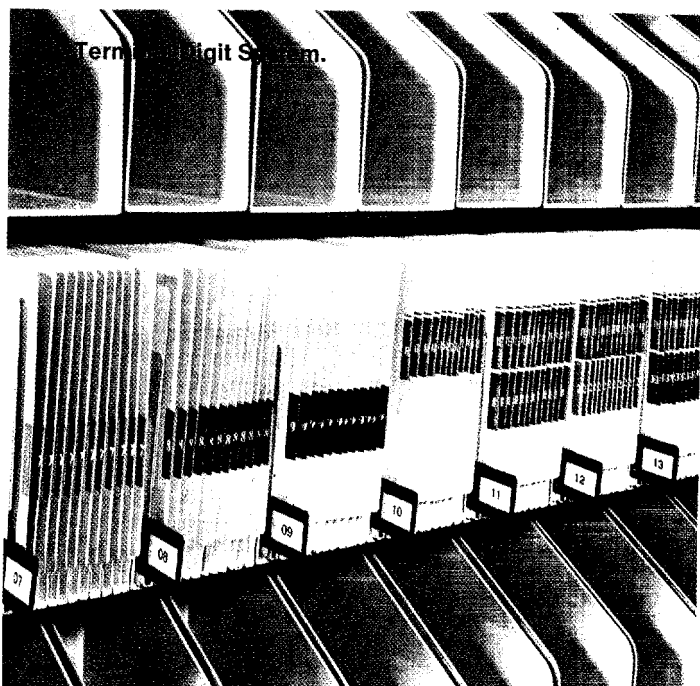
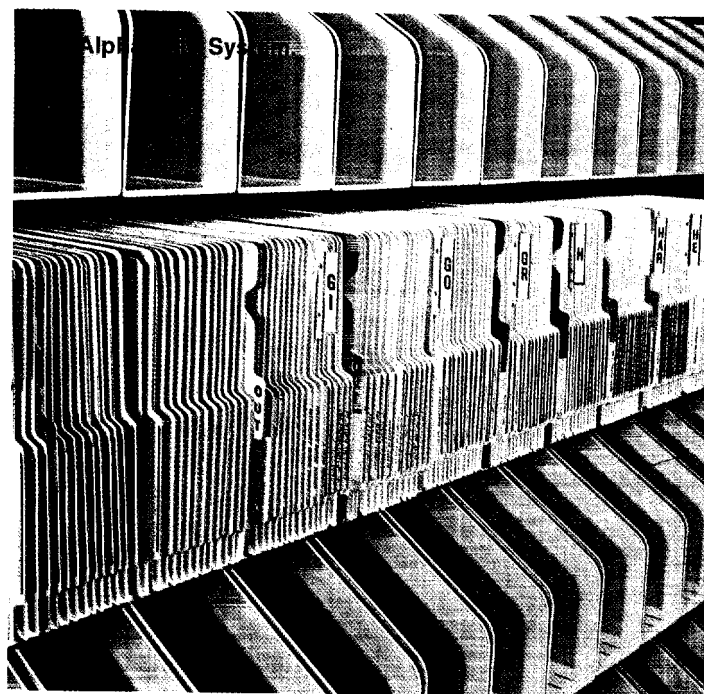
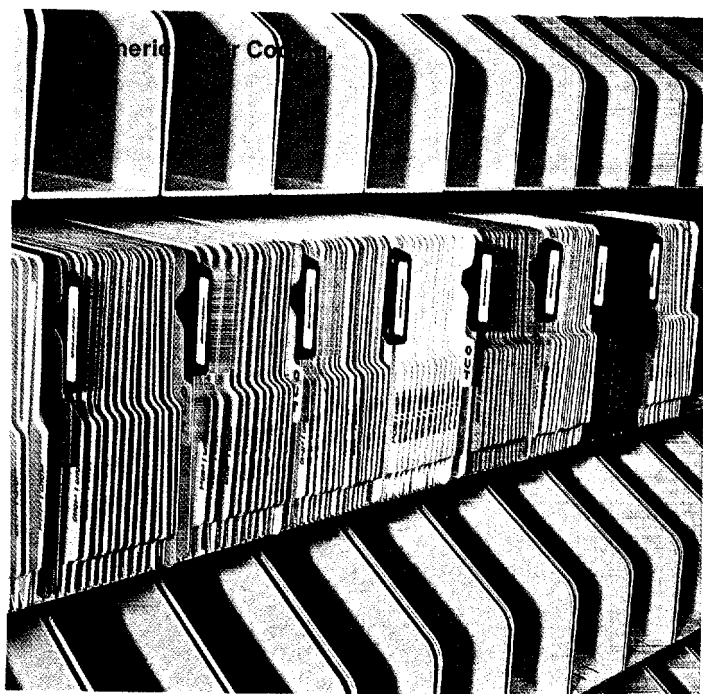
No matter the media
file and find faster,
in less space,
at less cost

Tab Spacefinder Units are document processing systems for general office correspondence, microform—fiche, aperture cards, reels, boxes, cartridges—blueprints, books, binders, manuals, printout, records, magnetic tape, disc packs, whatever documents or media you use that need fast filing, rapid retrieval. Spacefinder Units are truly unique. They can handle document processing tasks no other system can. Their inherent flexibility makes them timeless because they can be easily adapted to help you process information in whatever form used today, or in the years to come.



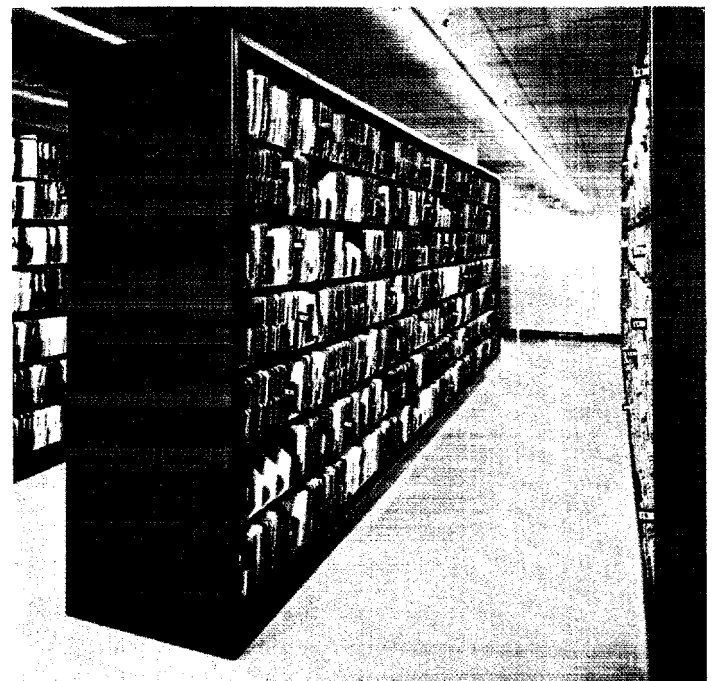


- Approved For Release 2009/05/14 : CIA-RDP74-00390R000300410004-6
- 1. Numeric Color System.** Visual control is achieved by filing numerically using colored folders for a series. A different color for each number series is one example of this basic Spacefinder Unit System. Names will be divided about equally in each of the five color groups. Color coding speeds accuracy, reduces misfiling. ar color coding of file folders helps increase filing efficiency and accuracy. Misfiling is materially reduced.
- 2. Alphabetic System.** Is color coded using the second-letter vowel system. Labels designate the file arrangement. Primary guides A through Z are green
- 3. Terminal Digit System.** Is a fast, accurate way of numerical filing. Used for records exceeding 10,000 and where activity is at a high rate. Fixed indexing and guiding. All sections of the file expand and contract uniformly with even distribution of records as they are added
- 4. Top Tab System.** For Spacefinder Units, has short guides to allow rapid identification of files. Existing, conventional file folders can be transferred into this system. The "stair-step" feature of the Unit boxes provides unequalled visibility.



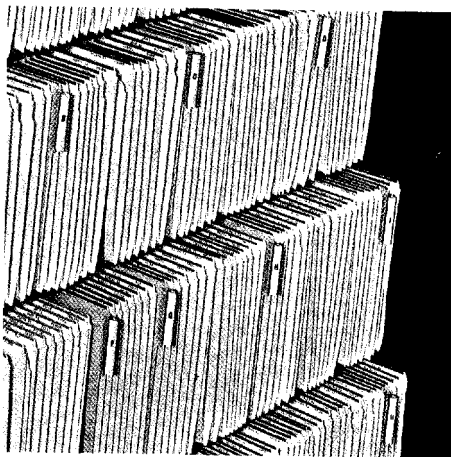
Spacefinder. Approved For Release 2009/05/14 : CIA-RDP74-00390R000300410004-6
a total systems
approach to
document
processing

filing functions faster, more accurate
and less costly. At left are four of the many
standard Tab systems. Custom systems
are also available. Below are some typical
Tab Unit Spacefinder installations. Your
Tab Spacefinder Systems Specialist
can help you select or design the most
effective system for your needs.



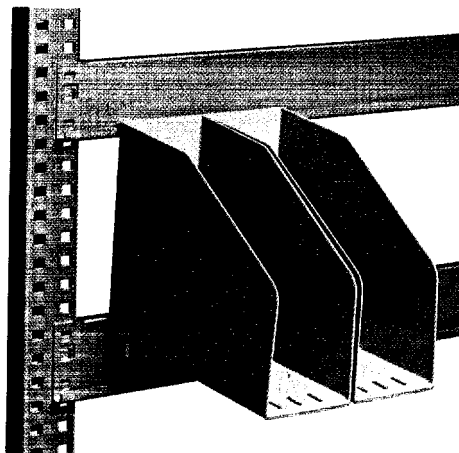
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These ~~EXCLUSIVE~~ Spacefinder Unit features assure you optimum neatness, flexibility and performance



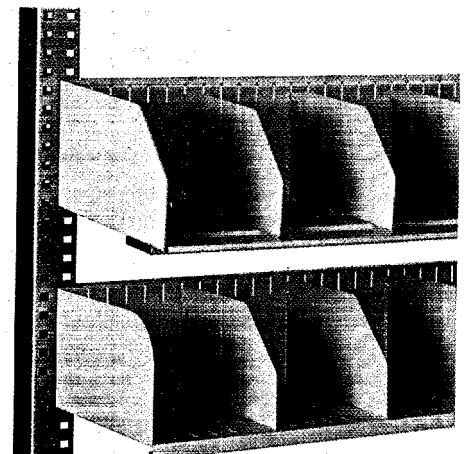
Exclusive! Tab Stair-Step Design

Unit boxes are tilted for maximum visibility. Cutaway corners on each Unit box make it easy to work folders for faster filing and retrieving. Tab's stair-step feature also allows using existing straight cut or top tab folders.



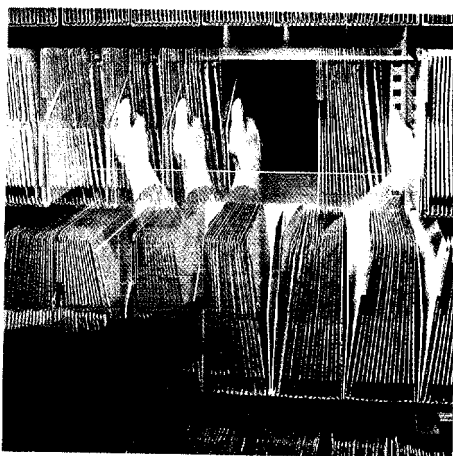
Exclusive! Bolt-Free Assembly

Rugged 12-gauge steel posts and 14-gauge rails tightly interlock into rhomboid-shaped holes—assuring stability for free-standing single or double-faced assemblies. Attractive trim panels snap on simply and quickly.



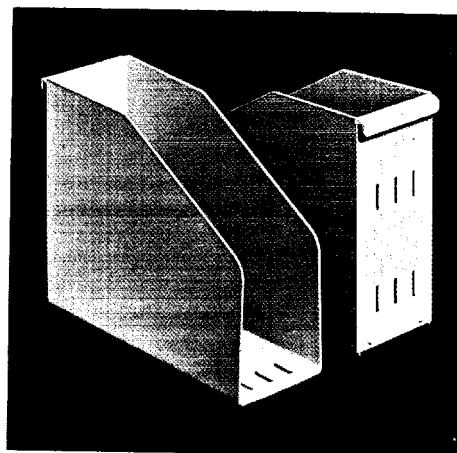
Exclusive! Tilt Shelves

Available to help you fit the Spacefinder Unit's function to your exact needs. Tilted at the same angle as the Unit box, these shelves provide stair-step visibility for bulky documents. Stationary shelves are also available.



Exclusive! Sliding Spacefinder Units

Rearranging or expanding is simple: Unit boxes slide along rails, making it quick and easy to insert new files, rearrange or expand your Spacefinder Unit system.



Exclusive! Tab Unit Box

The key to the utility and efficiency of Tab Spacefinder document processing is the 4-inch wide Unit box. These separate modules keep documents neat, prevent slump and are portable so you can take them where the work is. Additional box dividers are also available.



Exclusive! Card Trays on Rails

Stair-step visibility and accessibility. Available for all types and sizes of cards — 3x5, 4x6, 5x8, tabulating cards and microform — aperture cards, fiche and cartridge.



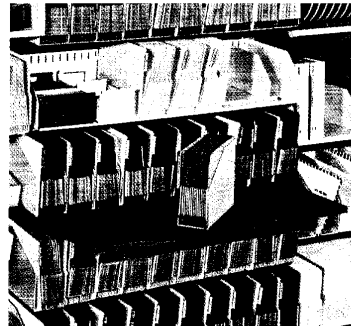
Tab Spacefinder Unit Truck

takes files to where the work is. Carries 30 four-inch Unit boxes. It is heavily constructed, with 5-inch swivel casters for maneuverability.



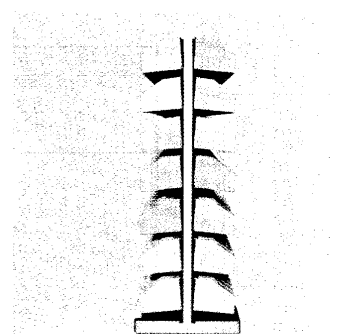
Versatility Personified!

Spacefinder Unit filing systems make ideal mail sorting and distribution systems. Unit boxes are transferred to a Spacefinder truck for faster mail delivery throughout office or plant.



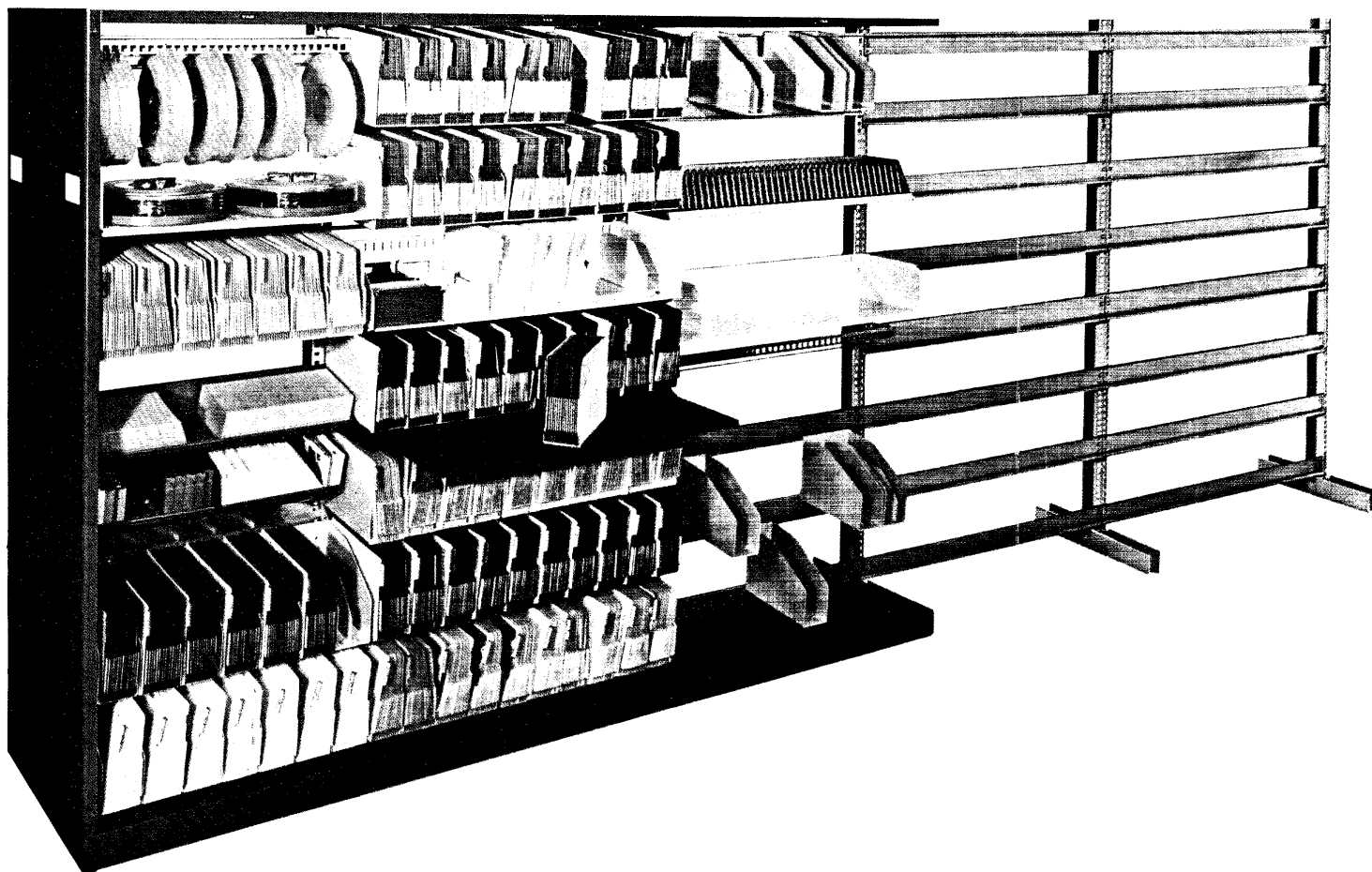
Handy Workshelf

—rolls out for extra work space. Makes a solid, rigid surface. Retracts completely out of the way when not in use. Improved ball bearing design provides smooth fingertip operation.



The Secret To Spacefinder Unit Design:

A compact system of posts, rails, and Unit boxes — tilted at a pre-engineered angle for maximum visibility and accessibility of contents. Rails can be attached to posts at any height on one inch centers. 30" and 42" rails, and modular construction let you build systems within inches of any room dimension.



Timeless Tab
Spacefinder Units
for versatile, flexible
document processing
...no matter
the media

Approved For Release 2009/05/14 : CIA-RDP74-00390R000300410004-6
exceptional neatness are important, Tab
Spacefinder Cabinets offer beauty,
security and colorful office landscaping
for any decor.

9/70-PR-6008-Printed in U.S.A. No. 1-887

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